

15 October 1964

MEMORANDUM FOR THE RECORD

Subject: Discussion with [] Executive Officer, DD/S,
14 October 1964.

1. [] Has returned to work full time. As a result of arrangements made by [] General Counsel's Office, she has contacted an attorney who will handle legal aspects of her claims for injury and medical expenses.
2. []
3. [] said that no promotions of any kind had been made by Career Service Boards for some time. He regrets the delay in [] promotion and said that he is quite anxious to get it accomplished. I suggested the possibility of a Quality Step Increase in lieu of promotion if there would be a long delay. He said that he would prefer to wait about two weeks and advise me then.
4. Moving - There is no plan to move us from 16th Street.
5. Records Management Program -
 - a. Use of Federal Records Center, Alexandria - send him a report on this arrangement.
 - b. Development of [] - send a report on this.
 - c. Use of GSA Vital Records Repository, [] prepare report on this.
 - d. Plans For Curtailment of Growth In Records Holdings at Records Center - Develop Plans For Bringing about a Balance Between Accessions and Disposal.
6. Quality Step Increases for [] - He promised to check the status of these and advise me.
7. Records Officers Meetings - I invited [] to the meetings on 20 and 22 October 1964.

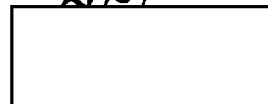
[]

~~Meetings~~

STAT

Approved For Release 2005/07/13 : CIA-RDP70-00211R000500030014-7

SS/S



EYES ONLY

UNCLASSIFIED		<input checked="" type="checkbox"/>	CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP						
TO	NAME AND ADDRESS			DATE	INITIALS	
1	<div></div>					
2	Executive Director for the DD/S 7D-24, Headquarters					
3						
4						
5						
6						
ACTION			DIRECT REPLY		PREPARE REPLY	
APPROVAL			DISPATCH		RECOMMENDATION	
COMMENT		<input checked="" type="checkbox"/>	FILE		RETURN	
CONCURRENCE		<input checked="" type="checkbox"/>	INFORMATION		SIGNATURE	

Remarks:

Attached is the Report for the Records Administration Staff for the Quarter ending 30 June 1964. I think the following accomplishments are particularly significant:

a. Savings from Forms Management Activities.

b. Savings from Filing Equipment and Filing Supply Activities.

Some of the information in the report may be useful in preparing the report referred to in Office of DD/S Administrative Notice No. 64-5, dated 24 August 1964.

I will give you a report in a few days on overall status of the Agency Records Management Program and some proposals for future action.

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Chief, Records Administration Staff

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

604 - 1016 16th St.

DATE

9/14/64